

**Multifamily Housing News:**
***Loan Servicing Year End Deadline and 2021 Housing Tax Credit Program Carryover Applications Due November 1***

Please see below for the latest round-up of Multifamily news and updates.

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**Loan Servicing Year End Deadline**

Minnesota Housing's Request for Action (RFA) process is used to process all loan servicing requests. [Visit our website](#) to read step by step instructions on how to complete an RFA.

**How long does the loan servicing process take?**

The average timeline for a decision on a loan servicing request is 45-90 business days *after* receipt of all required due diligence documentation. The timeline may extend depending on the nature of the request, the completeness of the documentation and number of requests in process.

**IMPORTANT:** Loan servicing requests received before September 15, 2021 will receive review priority to meet end of year closing deadlines. Loan servicing requests submitted after September 15, 2021 cannot be guaranteed to close before the end of the year. Please contact us as soon as possible to discuss requests and timelines.

**Questions?** Email [rfa.mhfa@state.mn.us](mailto:rfa.mhfa@state.mn.us) or call Cheryl Rivinius at 651.296.3705.

**2021 Housing Tax Credit Program Carryover Applications Due November 1**

Minnesota Housing is now accepting applications for a Carryover Allocation of the 2021 Housing Tax Credit (HTC) Program. Section 42 of the Internal Revenue Code requires all 9% HTC projects to carryover or be placed in service by the end of the HTC year. A project that received a 2021 reservation of HTCs is eligible to apply for a Carryover Allocation of 2021 HTCs. A Carryover Allocation allocates the HTCs to the project, provided that all requirements of the Carryover Allocation Agreement are met in a timely manner. A Carryover Allocation Agreement allows qualified buildings to be placed in service up to two years after the year in which an allocation is received. **Applications are due on Monday, November 1, 2021 by 12:00 p.m. CT.**

A project that has not received a Carryover Allocation or is not placed in service and has been issued its appropriate 8609s before December 31, 2021 will lose its entire allocation of 2021 HTCs. To the extent permissible, late fees will be imposed on Carryover applications submitted after the submission deadline, as outlined in the [2021 HTC Program Procedural Manual](#).

**HTC Notice of Intent Form**

If you have not done so, complete and submit the HTC Notice of Intent to Pursue Carryover or 8609 for the 2021 HTC allocation year by Wednesday, September 8, 2021 via the [Multifamily Customer Portal](#). To access this form, go to the Multifamily Customer Portal > Documents > Project Documents: Customers > Carryover Agreement.

**Pre-construction Due Diligence**

Certain pre-construction due diligence checklist items must be submitted prior to the earlier of the start of construction or November 1, 2021. The requirements are outlined in your Reservation Agreement and relate to the design/construction, management and homelessness checklist items. Refer to the **Pre-Construction Due Diligence checklist items in the Multifamily Customer Portal** for additional information.

Contact the assigned Minnesota Housing architect, supportive housing officer or housing management officer listed in the Portal for additional direction and to establish timelines for required submissions.

**Application Instructions**

Submit all Carryover applications through the [Multifamily Customer Portal](#). The Portal allows you to submit documents and collaborate with Minnesota Housing staff throughout the application process.

**Critical Carryover Application Tips for On-time Submission**

Review the following Multifamily Customer Portal submission tips to make sure you meet the Carryover application deadline of **Monday, November 1, 2021 at 12:00 p.m. (noon) CT.**

- **Review Portal Resources:** Learn more about the Multifamily Customer Portal, and view training tutorials to help guide you through the submission process.
- **Multiple HTC Awards:** If you have received additional HTCs via the 2021 HTC Round 2 funding round, submit your Carryover application via the 2020 RFP/2021 HTC Round 1 funding round in the Portal.
- **Use the 2020 Version of the Multifamily Workbook:** Customers submitting a Carryover application for the 2021 HTC allocation year are required to use the 2020 version of the Multifamily Workbook. To avoid errors in the submission process, be sure to download the correct version of the Multifamily Workbook from the Carryover application checklist in Portal.
- **Include the Property Number (D#) and Project Number(s) (M#) on Applicable Forms:** On many Minnesota Housing forms, applicants are asked to provide a D# and an M#. A D# is a four-digit number (preceded by a D) assigned by Minnesota Housing that represents the property. An M# represents the funding award. The D# and M# assigned to your project are listed in your selection letter and Reservation Agreement.
- **Upload Files as You Go:** The Portal requires applicants to upload a file to the corresponding checklist item. Do not wait until the last minute to upload these documents! It is best to upload files immediately after you complete them.
- **Click "Submit" When You Are Finished:** The Portal requires you to upload all [checklist items](#) (or indicate "opted out") before you can submit your Carryover application. After the Portal verifies the checklist item, the "Submit" button appears. You must click the "Submit" button in order to complete and properly submit your application. If you do not click Submit, we will not receive your application.
- **Do Not Submit Hard Copies:** Submit your application via the Portal; no hard copy applications will be accepted. Fees are the only exception to hard copy submittals. Fees must be received by mail or delivered to Minnesota Housing **no later than 12:00 p.m. (noon) CT on Monday, November 1, 2021** along with a hard copy of the [Fee Remittance Form](#). The Fee Remittance form can also be downloaded from the Carryover application checklist in Portal.

**Mail or drop off fee and Fee Remittance Form to:**

Minnesota Housing  
 ATTN: Tamara Wilson  
 400 Wabasha Street North, Suite 400  
 Saint Paul, MN 55102

Mailing the fee and Fee Remittance Form is strongly encouraged but if you need to hand deliver them to Minnesota Housing, please email the HTC team at [htc.mhfa@state.mn.us](mailto:htc.mhfa@state.mn.us) to coordinate.

**Questions?**

For project specific questions, contact the assigned Minnesota Housing staff listed in the Portal.

For Portal questions, contact [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us).

For HTC questions, visit Minnesota Housing's [HTC webpage](#) or contact the HTC team at [htc.mhfa@state.mn.us](mailto:htc.mhfa@state.mn.us).

**Mental Health and De-escalation for Property Management Staff Training: There is Still Time to Register for the In-Person Session in Mankato**

Minnesota Housing and Minnesota Department of Human Services are pleased to sponsor these free trainings provided by the [People Incorporated Training Institute](#).

**WHO**

This training is for affordable housing property management staff, with particular emphasis on management staff at properties that have supportive housing units. Please forward to staff who may want to attend.

**WHAT**

Participants will learn how to respond to angry outbursts, accusations and threats from tenants instead of just reacting to them. Using a mental health and trauma focus we will look at the neurology of these intense and upsetting encounters and some common mistakes that people make while trying to diffuse them. Management staff and tenants both want these types of situations resolved as calmly and quickly as possible so attend this training to better understand de-escalation and grow your skills.

**REGISTRATION**

The in-person session has space for 50 individuals. Registration is open for:

**September 9 in Mankato**  
**12:30 - 4:30 p.m. CT**  
[Intergovernmental Center](#)  
 Mankato Room  
 10 Civic Center Plaza, Mankato

**Register for September 9 training in Mankato**

**QUESTIONS**

Contact [training@peopleincorporated.org](mailto:training@peopleincorporated.org) or 651.288.3465.

**Looking to Rehab a Property Outside of the Consolidated RFP?**

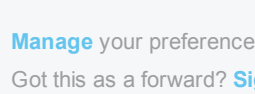
Minnesota Housing offers amortizing [first mortgages](#) year-round with terms up to 35 years. You can refinance and/or rehab properties of any age by using the proceeds of a LMIR loan. Did you know that equity cash-out is permitted with refinances? Fix up your existing properties or invest in other housing opportunities by refinancing today.

Contact [Caryn Polito](#) to learn more and get started.



[www.mnhousing.gov](http://www.mnhousing.gov)

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